



Dartmouth High School
95 Victoria Road, Dartmouth, NS, B3A 1V2
Phone: (902) 464-2457
Fax: (902) 464-2384 dhs@hrsb.ns.ca
www.dhs.ednet.ns.ca

Contact

- ✓ Ms. L Stewart Website: <http://lstewartdhs.weebly.com/>
- ✓ Accounting 11 Twitter: @Stewart_DHS
- ✓ Email: Leslie.Stewart@gnspecs.ca Phone: 902-464-2457 EXT 4001217
- ✓ Parents and students please to refer to the HRSB *Assessment, Evaluation, and Communication of Student Learning Policy* accessible at <http://www.hrsb.ns.ca/>

Course Introduction

Accounting is the language of business; this course introduces students to the use of accounting in business. Students will study ways in which accounting procedures are applied in the different types of businesses with regard to recording transactions, preparing financial statements, and analyzing the process of cash management. Students will use analytical and problem solving skills as applied to the Generally Accepted Accounting Principles to address everyday accounting situations. In addition, this course provides students interested in pursuing a business degree or diploma the opportunity to explore business career options.

Evaluation

When determining a students' final grade:

- ✓ *No single assessment tool (i.e. presentations, labs, demonstrations, portfolios, debates, written tests/quizzes) will account for more than half of the value of each Gradebook category*
- ✓ *Learning trends over time will be considered, more recent student work and the teacher's professional judgment*
- ✓ *Students will participate in a final cumulative assessment opportunity that allows them to demonstrate an appropriate range of the learning outcomes and process skills involved in the course. This final assessment, whether a written examination or alternative assessment opportunity, will be worth no more than 30%.*

Students in Accounting 11 will explore the following units and topics:

Unit 1: Beginning the Accounting Cycle (35%)
Unit 2: Completing the Accounting Cycle (25%)
Unit 3: Cash Control and Banking (10%)
Unit 4: Subsidiary Ledgers (20%)
Unit 5: Careers in Accounting (10%)

*Copy of the Course Outcomes can be found on my website.

Assessment Practice

Students will be provided with multiple opportunities to demonstrate their progress toward achievement of outcomes.

- ✓ Assessment **for** Learning/Formative Assessment is the ongoing process of gathering and interpreting evidence about student learning for the purpose of determining where students are in their learning, where they need to go, and how best to get there; instructional strategy that takes place while the student is still learning and served to promote learning
- ✓ Assessment **of** Learning/Summative Assessment is the process of analyzing, reflecting upon, and summarizing assessment information and making a judgment and/or decision based upon the information gathered.
- ✓ Assessment will take many forms, and will include observations, conversations, and products.
- ✓ Assessment Tools include, but are not limited to homework probes, quizzes, in-class assignments, tests, projects, and the final exam.

Creating Opportunities for Success (reference school code of conduct)

- ✓ Students are expected to attend class regularly, be punctual, be prepared with appropriate materials, and homework complete.
- ✓ Students are expected to take an active part in their own learning, and follow the DHS school code of conduct (as outlined in the student handbook).
- ✓ Students are expected to demonstrate responsible use of technology.
- ✓ Students are expected to make positive contributions to the learning environment.

Procedural Expectations

Students are responsible for:

- ✓ *Seeking assistance with assignments when required;*
- ✓ *Requesting an extension for assignments in a timely manner when required;*
- ✓ *Completing assignments by specified due dates so that teachers can provide timely feedback;*
- ✓ *Responding to feedback provided during the learning process.*
- ✓ *In the event that a due date for an assignment is missed, it will be at the discretion of the teacher and principal to extend the deadline.*
- ✓ *Students who do not adhere to the extended deadline will have missed that opportunity to demonstrate achievement towards the outcomes addressed in that assignment.*

- ✓ When an assessment is missed due to an absence, students/ parents are asked to communicate with the teacher to arrange for the assessment to be completed.
- ✓ Students are **able** to exempt the final exam for this course, however attendance, lates, and completion of major assessments will still be considered when applying for the exemption.

Communication Tools

Dartmouth High School will use a variety of methods to communicate student achievement throughout the school year.

- ✓ Parents and students are encouraged to monitor progress (as well as lates and absences) using the PowerSchool portal.
- ✓ Assessments may be coded as collected, late, missing, or not included in final grade. There may also be comments listed, such as areas of improvement or dates for negotiated extensions.
- ✓ When assessments start to be categorized in a new strand, these assessments are initially weighed heavily and may cause significant change in a student's overall grade. This weighting will become more balanced as assessments continue to be included in the new strand.
- ✓ While DHS has a number of scheduled opportunities for communication between home and school (Curriculum Night, Parent-Teacher Interviews, Mid Term Reports, Final Report Cards), parents and students are encouraged to contact the teacher any time during the semester to discuss progress.

Accessing Help

In order to be successful in Accounting 11...

- ✓ Extra-help is available Tuesday and Wednesday at lunch (or by appointment).
- ✓ **Attend** regularly and be on time
- ✓ Be an **active learner**
 - *Read about the topic in advance, use a highlighter, ask questions, use multiple resources to fully explore the material, focus your attention on the material and avoid the distractions of texting and socializing*
- ✓ **Study** regularly and attempt all homework independently
- ✓ **Communicate** with your teacher and seek extra help when necessary

Equipment Needs

- ✓ Students will be assigned a text that will be left in class for regular use
- ✓ All Accounting classwork is preferred to be completed in **PENCIL ONLY**
- ✓ Students will need a binder with loose-leaf to use for classroom work
- ✓ Other materials for the course include a calculator, pencil, eraser, and ruler